



AMERICAN EMBASSY BUENOS AIRES JOB OPPORTUNITY ANNOUNCEMENT

09/10/04

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| Position Title: | Administrative Assistant | Announcement No.: | 75/04 |
| Level of Position: | FSN-07 | Opening Date: | 09/10/04 |
| | FP-7 (to be confirmed by Washington) | | |
| Hiring Level: | FSN-06 or FSN-07 (depending on Qualifications) | Closing Date: | 09/24/04 |
| | or its grade equivalencies: FP-7 or 8 | | |
| Work Schedule: | 40 hrs. per week | Agency/Office: | MILGP |
| Eligibility: | AFMs, U.S. Citizen Residents in Argentina and Foreign Nationals | | |

Duties and Responsibilities:

- Prepares and processes required personnel actions for military personnel. Supports Admin Officer in management of forms and records.
- Processes military JSAM Awards, evaluations reports, all messages and correspondence that require administrative action.
- Prepares official correspondence in English and Spanish and special admin reports.
- Translates and processes documents and Interprets from English to Spanish and viceversa.
- Processes MILGP Bills, invoices and coordinates and processes all procurement requests. Credit card holder.
- Alternate FSN Time and Attendance keeper and Petty cash sub-cashier.
- Supervises USMILGP Records Program with DOD Joint Filing System and applicable regulations.

Required Skills, Knowledge and Abilities:

- Completion of High School (minimum requirement).
- Minimum of three years work experience, administrative and secretarial work.
- Level IV English and Spanish ability (fluent).
- Computer skills: Word processing, Excel, Powerpoint, Access.
- Possesses fluent translation abilities.

Selection Process:

- EFM and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with current U.S. law and State Department regulations.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Applicants must be eligible for appointment under host government laws and regulations.
- Current employees serving the one-year probationary period are not eligible to apply, as stated in the LES/FSN.
- EFMs who are currently employed under a TEMP/FMA must work for 90 calendar days in that position before being able to apply for newly advertised position.
- After an initial application screening, the best-qualified applicants will be invited to an oral interview and an evaluation.

To Apply:

Interested candidates for this position should submit the following:

- Application for Federal Employment (OF-612); or
- Current resume or curriculum vitae.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirement of the position.

Submit Application to:

- Via e-mail to: (buenosaires-rrhh@state.gov)
- Via fax to: 5777-4201, Attention Human Resources Office
- Regular mail to: Office of Human Resources, Colombia 4300, 1425 Capital Federal, Argentina